CMS FUNCTIONAL REQUIREMENTS (2002)
ADDENDUM 1

NOTE: THIS DOCUMENT CONTAINS CLARIFICATIONS TO FUNCTIONAL REQUIREMENTS (VERSION 2, dated April 11, 2002) AND RESPONSES TO FREQUENTLY ASKED QUESTIONS (FAQs).

1.1.1 1.1.2	Multiple Cash Drawers Multiple Operators	Q. Should the cash drawers be open concurrently? Response: No, the cash drawers/electronic till are not open concurrently. One option will be to use individual IDs for individual staff persons/operators.
1.2.2	Track Location	Geographic location means the court and branch location.

1.2.3
B
	Case Number
	     Generation
		Q. What about input of a non-traffic citation number?
		Response: Include in the Felony/Misdemeanor case type.
		Note: X needs to be marked for 1.2.3 B under the
		     Felony/Misdemeanor case type.

1.2.7	Notice	Also applicable to Felony/Misdemeanor, Traffic Infractions and Juvenile Delinquency case types.
1.2.8	Case Initiation with minimal information	Q. What is the minimal info required for each case type? Response: The scripts identify the specific information required for each case type.
1.2.10	Incomplete case	Q. Clarify incomplete, is it incomplete data entry? Response: The first case event in most scripts requires minimal information to be entered, which is testing whether the system can record a case with the least amount of information. After a period of time, an operator would have entered many such cases and not have updated them. Such cases that have not been updated are incomplete cases. For the purpose of evaluation, the system (after minimal information is entered on a case and session logged out/changed), will need to identify that case as an incomplete case so that it can be updated. Note: This requirement is applicable to all case types. Therefore, systems with the Family Law module case types will need to demonstrate them.
1.3.3	Cash Bail and Bonds	Note: This is not applicable to Juvenile Dependency and Delinquency case types.
1.3.4	Bond Agent and Surety Company	Note: This is also applicable to Civil and Probate and not applicable to Juvenile Dependency and Delinquency case types.
1.3.6	Fee Waiver	Note: Delete 'Indicators' in the function column.
1.3.7	Date of filing	Q. Does this include filing of documents? Response: Yes, and includes subsequent documents.
1.4.1 A and B	Deposits	Note: This is also applicable to Family Law and Probate and not applicable to Felony/Misdemeanor case types.
1.4.2 C	Calculate	Note: This is not applicable to Juvenile Delinquency case type.
1.4.3 C	Distribute	Note: This is not applicable to Juvenile Delinquency case type.

1.4.4	Override	Note: Please replace the requirement with the following: "Allow for distributions to be overridden with the appropriate security level." Q. Is the intent of this requirement to 'override' the distribution on a case-by-case basis or to 'modify' the distributions at a system level? Response: The system should be capable of overrides on a case-by-case basis. For example, while 'cleaning up' converted cases or when laws change and it has not yet been implemented system-wide. Another example would be in the collections dept. if there is a problem with the restitution amounts owed. Lastly, if a judge orders restitution based on priority. Q. Would this not create a problem with audits? Response: The system's audit trail would demonstrate the deviation and would be a satisfactory reason.
1.4.5 C	Track	Note: This is not applicable to Juvenile Delinquency case type.
1.4.6 C	Notices	Note: This is not applicable to Juvenile Delinquency case type.
1.4.9	Bail Schedules	Note: This is not applicable to Family Law and Juvenile Delinquency case types.
1.4.10	Government Receivables	Note: This is also applicable to Family Law case type.
1.4.12	Payer's 'Bad Check or Dishonored Payment' Status	Replace payees with 'payers'
2.2.1	Differential Case Management Facility	Note: This is not applicable to Felony/Misdemeanor case types.
2.2.4	Consolidate Cases	Q. Explain consolidation. Response: It is the linking of many cases with a common subject, including the ability to schedule or record pleadings simultaneously across any number of cases. Note: This is also applicable to Juvenile Delinquency case type.
2.2.5	Coordinate cases	Q. Explain coordination. Response; Cross-referencing two or more cases with a common cause. Note: This is also applicable to Felony/Misdemeanor, Traffic Infractions and Juvenile Delinquency case types.
2.2.8	Bifurcate Cases	Delete requirement.
2.3.1	Party Records	A. e. Date of birth. Note: This is also applicable to Felony/Misdemeanor, and Traffic Infractions case types. B. c. Doing business as (DBAs);

		Note: This is not applicable to Felony/Misdemeanor, and Traffic Infractions case types.
2.3.6	Merge Party Records	Q. Explain merging of records. Response: If separate records exist for Jon, John, Johnny and Jonathan, and the court confirms that the four names belong to one person, all the records need to be merged.
2.3.7	Split Party Records	Q. Explain splitting records. Response: It is the reverse of the earlier example. If one record for multiple individuals. The system splits the records (one case and many cases) and makes them separate for the different individuals.
2.3.8	Party Status	Note: Note: This is also applicable to Traffic Infractions case type.
2.4.3	Attorney Contact Information	Q. Is the multiple addresses entry ability case based, i.e. for each case? Response: Yes.
2.5.1	Outstanding Writs, Orders, Temporary Restraining Orders, Warrants and Holds	Track: A. Outstanding writs; Note: This is also applicable to Family Law, Probate, Mental Health, Juvenile Dependency, Felony/Misdemeanor, and Juvenile Delinquency case types. B. Orders; Note: This is also applicable to Mental Health, Juvenile Dependency, Felony/Misdemeanor, Traffic Infractions, and Juvenile Delinquency case types. C. Temporary restraining orders; Note: This is also applicable to Juvenile Dependency, Felony/Misdemeanor, and Juvenile Delinquency case types. D. Warrants; Note: This is also applicable to Mental Health, and Juvenile Dependency, case types. E. Holds. Note: This is also applicable to Mental Health, and Juvenile Dependency, case types.
2.5.4	Sealed and Confidential Records	Q. Are these within a case? Response: Yes. Q. Can the description of the sealed or confidential record be displayed? Response: Yes.
4.1.4	Event Duration	Q. Clarify duration, is it applicable for any type, i.e., hours, days, weeks, months or years? Response: Yes.
4.1.5	Judge's Recusal	Note: Delete 'and Disqualification' from the function column.
4.1.6	Special Needs Flag	b. User-defined (e.g., courtroom) screens Note: Replace B.b User-defined with Administrator -defined
4.1.7	Party Requesting Jury Trial	Note: This is not applicable to Juvenile Delinquency case type.
4.4.2	Minute Order Forms	Q. Should minute order be capable of completion on-line with automatic updating of the dbase, or will the generation of a check-off form pre-filled from the dbase and completed manually be accepted?

		Response: They are check-off forms that are completed manually.
4.4.3	Bail Bond Tracking Notices	DELETE REQUIREMENT.
5.1.3	Interpreter Reports	Note: This is also applicable to Civil and Small Claims case types.
5.1.6	Judgments	Note: Replace requirement with "Generate notice of entry judgment."
5.1.8	Warrant information	B. Warrant number; Note: The warrant number is not system generated
6.1.3	File, Filing Retention	A. Archival; Q. Is Archival for all records, paper and electronic? Response: Only electronic. B. Destruction; Q. Is Destruction for all records, paper and electronic? Response: Only paper C. Purging. Is Purging for all records, paper and electronic? Response: Only electronic.
6.2.2	Data Elements	DELETE E. Court Exhibit Identifier
7.1.2	Multiple fees and fines accounts	Note: This is not applicable to Civil and Small Claims case types.
7.1.3	Application algorithms	Q. Give and example for relative values. Response: Criminal penalty assessments of $17 for every $10 Note: A, B, D, E and F are not applicable to Civil and Family Law case types. Only C, Fixed Dollars is applicable.
7.1.4	Fine Distribution formulas	Note: Replace C with "Special assessments that may affect fine calculation. Note: This requirement (A, B and C) is not applicable to Civil and Small Claims case types.
7.1.5	Fine and Fee Schedules	A. Allow operator to enter fine and fee schedules in advance of the effective date. B. Retain expired fine and fee schedules. Note: A and B are meant to be applicable as appropriately. For example fine schedules are not applicable to Civil and Small Claims, Family Law, Probate, Mental Health and Juvenile Dependency case types whereas, both fine and fee schedules are applicable to Felony/Misdemeanor, Traffic Infractions and Juvenile Delinquency case types, and fee schedules are not applicable to the Mental Health and Juvenile Dependency case types.
7.2.2	Dishonored Payments	Replace 'payee(s)' with 'payer(s).'
7.3.2	Reporting	N. Fine code for each payment; Note: Applicable only to Felony/Misdemeanor, Traffic Infractions and Juvenile Delinquency. O. Fee code for each payment. Note: Not applicable to Mental Health and Juvenile Dependency case types.

7.3.5	Trust Account Activity Report	Note: This is applicable to Family and Probate case types.
8.1.2	California Department of Motor Vehicles Reports	Note: Delete B.a " Populate local database with driver records."
8.1.3	California Judicial Branch Statistical Information System	Note: This requirement was omitted by mistake. It is applicable to all case types. A. Comply with the Judicial Branch Statistical Information System (JBSIS) Standards; B. Generate required statistical reports for each case type; and C. Conform to electronic reporting standards as defined in the JBSIS Manual, Version 2.1, effective July 1, 2000.

1.5	Administrator-Definable Fields and tables	Support administrator-definable fields and tables. Note: This requirement should be administrator-definable not user-definable. Also, add 'and tables' to the function column.
2.2	Suspend/resume transactions.	Q. Does transaction also mean session? Response: Yes.
2.4	Selection Lists	a. Lists of pertinent values; Q. Are they like look up tables? Response: Yes
4.1	Mandated Agency Interfaces	Note: This is applicable only to DMV and DOJ and not other agencies as implied in the requirement.
5.4	User/ Transaction Identification, Logging	Log all transactions, based on administrator-defined parameters, which can be traced to an individual user. Q. Is this testing the flexibility of the systems to enable different administrators to do it differently if necessary? Response: Yes.